

**Commonwealth Information Security Council Meeting**  
**May 19, 2008**  
**12:00 -2:00 p.m.**  
**Commonwealth Enterprise Solutions Center**  
**Summary**

COV IS Council members attending:

Marie Greenberg (SCC)  
Goran Gustavsson (APA)  
John Palese (DSS)  
John Willinger (DMHMRSAS)  
Cathie Brown (VITA ex-officio)

Robert Jenkins (DJJ)  
Aaron Mathes (OAG, teleconferenced)  
Steve Werby (DOC)  
Shirley Payne (UVA, teleconferenced)  
Peggy Ward (VITA ex-officio)

COV IS Council members absent:

Mike Garner (Tax)  
Michael McDaniel (VRS)  
John Karabaic (DMAS)     a

Also attending: Maria Batista (DMV) David Hines (Supreme Court), John Kissel (VITA), Benny Ambler (VITA), Tiffany Erbach (Booz Allen Hamilton), and Kimberly Maskell (Booz Allen Hamilton) and Pat Paquette (DHP – via Teleconference)

**Commendation of John Palese - Peggy Ward, VITA**

Peggy Ward presented John Palese with a certificate for his one year of service to the Commonwealth Information Security Council. Peggy commended John for his hard work and dedication to the Council. **Peggy asked to the Commonwealth Information Security Council members to consider a replacement member for Mr. Palese and to email any suggestions to Peggy.**

**Collaboration Portal Status – John Kissel, VITA**

John Kissel reported that the Collaboration Portal is still not ready, but he hoped to have a date for its rollout by Wednesday. **He will aim to have a demonstration prepared for the June IS Council meeting.**

**COV IT Security Policy and Standard Revisions - Benny Ambler, VITA**

Benny Ambler reviewed the revisions to the COV IT Security Policy and Standard. These two documents should be out on ORCA on Wednesday. John Willinger noted he would like to have tools from the Partnership that would allow each agency to monitor employee use. **John will pursue this issue with the Partnership to see what tools are currently available and will contact VDOT to ask if they would be willing to give a presentation on the tools they are using to monitor employees at the June meeting.**

**List of Minimum Security Policies - Marie Greenberg, SCC**

Marie Greenberg suggested creating a list of minimum security policies to help agencies build an effective Information Security program. The Standard provides an outline of what agencies should do, but does not give a list of policies. The Council agreed once the portal is created, it would be the appropriate place to house examples of security policies from agencies throughout

the Commonwealth of Virginia. **Marie will take the lead on creating the initial list of policies and Shirley will review the list.**

#### **Confidentiality Contract Term – Peggy Ward, VITA**

**Peggy will send out an email with a draft of the Confidentiality Contract Term to the Council before the June meeting as well as the PCI Compliance and Compliance to the COV IT Security Standard contract terms.**

#### **Messaging in Transformation – Peggy Ward, VITA**

Peggy reported email credentials will be used as the standard log-on for the Commonwealth. Commonwealth Security determined this is not a security risk and provided parameters to reduce the likelihood of a denial of service attack. The Virginia Enterprise Applications Program (VEAP) staff also agreed this is acceptable from an enterprise view. Rob Jenkins asked whether workstations would remember the last log-on to minimize the log-on length for those with long names. **Cathie will follow-up with Don Kendrick on this point.** Rob also noted that there needs to be improved communication and discussion between the Partnership and agencies regarding decisions that will greatly affect agencies, such as the email log-on. **Rob and Peggy will meet to create a list of the issues that have come up as DJJ has gone through Transformation.**

#### **IT Security Audit SOW – Cathie Brown, VITA**

Cathie reported changes to the IT Security Audit SOW, which included additional resources that can be used for auditing purposes. **The final draft of this document should be ready within two weeks.**

#### **Electronic Signature Legislation – Pat Paquette, SCC**

Pat discussed the need for legislative language in regards to electronic signatures and stated Department of Health Professions will propose some language next session but wants to make certain they are aligned with other Commonwealth efforts such as the Identity and Access Management (IAM) Committee of the Council. Peggy noted that VDOT and DMME are working with the IAM committee on e-signature projects as is the Secretary of the Commonwealth for notary and VEAP is involved in both. Although the e-notary law was passed, the IAM committee believes the language in the code is not strong enough and needs to be more specific to make the e-notary process more secure. VEAP is also trying to aggregate programs and solutions related to e-notary and e-signature. Marie Greenberg passed along Pat Paquette's information to Peggy Feldman and Ajay Rohtagi at VEAP. Pat stressed the importance of getting this right the first time so it does not need to be continually changed in the future. DPOR may also have language related to this topic as they established the requirements that VDOT and DMME are working to meet. **Pat will check with them to see if they have any resources and will stay in contact with the IAM committee.**

#### **COV IT Security Standard email Disclaimer - Peggy Ward, VITA**

Peggy reported that John Westrick advised against a standard template email disclaimer for the whole Commonwealth of Virginia, citing that different business practices would need different languages within their disclaimers. The Council agreed that having an email disclaimer provides users with a reminder that emails are an official Commonwealth document. The Council decided to encourage agencies to use an email disclaimer, but advise agencies to first consult with their legal council before drafting an email disclaimer. An example of an email disclaimer will be placed in the Security Standard. **Benny will draft the language by tomorrow and send it out to the Council for their review.**

## **Encryption Committee Report - John Palese, DSS, Michael McDaniel, VRS, Steve Werby, DOC**

The Encryption Committee is formulating requirement for encryption review and will gather more information at today's meeting.

## **Identity and Access Management Committee Report - Marie Greenberg, SCC, Mike Garner, Tax, John Willinger, DMHMRSAS**

Identity and Access Management is working with VEAP on research and information for e-notary and e-signature. They will discuss at today's meeting getting the Trust Model out on ORCA.

## **Small Agency Outreach Committee Report - Rob Jenkins, DJJ, Goran Gustavsson, APA & Aaron Mathes, OAG**

Rob reported two positions have been created through the Department of Accounts to support small agencies. These employees will receive Information Security Training. The committee will continue to identify audit resources for small agencies and determine which small agencies have the greatest need. **Peggy offered to provide more data points on each of the small agencies.**

## **Making IT Security an Executive Management Priority Committee Report - Shirley Payne, UVA & John Karabaic, DMAS**

Shirley reported the committee is trying to write an article monthly for the Leadership Communique. The current draft is being reworked because it was not right for the audience. Shirley and John are working on a presentation for executives. **Peggy will send Shirley a copy of a PowerPoint presentation that may help with this presentation.**

## **Final Notes – Peggy Ward, VITA**

Peggy asked each committee to review its deliverables and make any changes necessary for the upcoming year. Committee members were also asked to review the scope of their committees. The Customer Council survey will be distributed to all members of the Council within the next month.

Goran reported that APA is wrapping up the end of its audit plan and that a report will be ready for August along with the e-commerce report.

John Willinger offered to share DMHMRSAS's pandemic flu document with other members of the Council.